

# The Academy at Nola Dunn

*An Innovative Learning Community*

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*2017-2018  
Parent/Student  
Handbook*

*Our Mission is  
To Inspire and Empower Life Long Learners.*

*Lindsey Byrd, Principal  
Blane Rogers, Assistant Principal*

# WELCOME TO THE ACADEMY AT NOLA DUNN

We take this opportunity to welcome you to The Academy at Nola Dunn Elementary School, home of the *Olympians*. We are thrilled and honored to collaborate with you in your child's educational experiences during this school year.

Please check our web site at <http://www.burlesonisd.net/academy> that will have current up-to-date information from our teachers as well as information about our school and upcoming events.

During the year, we want your child to be successful and enjoy many wonderful experiences. We encourage you to become involved in your child's education. Please familiarize yourself with the following important information about our campus.

## **SCHOOL DAY**

Students should **not** arrive at school before 7:15 a.m. The front doors are not opened until 7:15, so children would be waiting outdoors unsupervised. Adults will supervise children in designated areas beginning at 7:15 until 7:35 a.m. Students report to classes at 7:35 and the tardy bell rings at 7:45. Students are required to enter through the office and obtain a “pass to class” if they arrive after the 7:45 tardy bell.

Note: If children arrive before 7:35 a.m., please have them wait in the gymnasium (or the cafeteria if they are eating breakfast)

- a. Students may eat breakfast at 7:15. If students finish breakfast before 7:35, they will return to the gym.
- b. All students must report to and remain in the gym or cafeteria until dismissed to classrooms. Again, please do not drop off students at the front entrance before 7:15.
- c. Students going to after-school day care will wait in the designated area and then load in an orderly manner.
- d. Students should plan to leave the school building and grounds promptly at dismissal time unless detained at school for a specific reason.
- e. Please notify the Front Office **prior to 2:15** if you must get a message to your child before dismissal. The office will not be able to get a message to your child after this time.
- f. Students not picked up at the conclusion of dismissal will be sent to EDP and a fee will be assessed according to the EDP fee schedule. Please be prompt when picking up your students.

## **ATTENDANCE**

Good school attendance is essential for success and student achievement. The attendance policy mandated by the State of Texas requires that a student attend 90% of the time. A nine weeks check will be run and excessive absences will be reported. More than seventeen absences can result in repeating that grade. New legislation requires the school officials to file a report with the court system when a student has missed 10 or more, full, or partial days, in a 6-month period and/or 3 or more days or parts of days within a 4-week period. Therefore, please pay particular attention to those tardies and absences! You will receive periodic reminders as excessive absences become of concern. Nonattendance may also result in assessment of penalties by a court of law against both the student and his or her parents.

**When a student is ill / absent from school, please notify the school office by 10:00 am.**

Also, send a note of explanation the day your child returns to school for record keeping purposes. A note from the doctor is necessary after three consecutive days of absence.

## **ABSENCES, MAKE-UP WORK**

After being out two or more consecutive days, make-up work can be gathered if parents call prior to 10:00 a.m. The students will have the same number of days they are absent to complete make up work.

## **TARDIES**

**The tardy bell rings at 7:45 a.m.** Please make sure that your child is on time and in class when instruction begins. Opening activities for each day are important. Thank you for your cooperation. If a student is late due to a dental/doctor's appointment, please send a note from the doctor/dentist for us to use as official documentation. The note from the doctor's office must be received **that day or the student will be recorded as being absent.** Please know that having been at school or returning to school the same day with a doctor's note dated that day allows us to count your child as present the entire day of the doctor's visit. **Remember:** school officials will report excessive numbers of partial missed days, which includes tardies, to the court system. During the current school year, close monitoring of tardies will take place.

## **BIRTHDAY CELEBRATIONS**

Birthday Celebrations are an important part of the family. We will recognize children's birthdays here at school during morning announcements. Parents may donate a book to the library in honor of their child and that will be announced as well. The book will be sent to the class to be read first by the student's teacher and then returned to the library.

Texas nutritional regulations require that cupcakes or treats not be served until the end of the school day. If you would like to bring a favor such as pencils, erasers, a book etc., for your child's birthday you may bring one for each student in their class to be passed out at the end of the day. Please know if there are specific allergies within the classroom that the teacher has the right to ask that non-edible treats (pencil, eraser, etc.) be sent to the class in lieu of food items. The office personnel will not deliver flowers, balloons, or gifts to your child during the school day. Please reserve these special gifts for your celebration at home. Lastly, please do not send party invitations to the classroom to be given to only a few selected students. Some children are offended by not being invited and this causes conflict, hurt feelings, and related behavioral, social/emotional problems for the students and teachers.

## **SIGN OUT PROCEDURES (Early Dismissal)**

Students will not be allowed to leave school early unless a parent or guardian comes to the office to get them and signs them out for the day. If your child will be leaving for an early dismissal, please send a note to your child's classroom teacher the morning of the scheduled appointment day. The student will be released from class when the office staff calls the teacher informing them a parent is here for an early dismissal.

When a child is dismissed before 3:00, it becomes an attendance concern. It is documented as "missing part of a day" and is considered the same as an absence or tardy. Therefore, early dismissal should be requested only in an emergency.

Please inform the office and your child's teacher if there are any concerns regarding safety, custody, etc. Court records, signed by a judge, are needed when a parent does not have access to a child. Without those records, we cannot hold a child or deny access to his/her parent.

**Note: *Identification* will be required to sign a student out of school if the party is unknown to the office personnel. The person's name must be listed in the emergency contact section of Skyward or the student cannot be released.**

## **BAD WEATHER**

In case of bad weather conditions, please listen to the following stations:

Radio: WBAP 820 AM

Television: Channel 5

Email and text notification will be sent via Blackboard.

## **COMMUNICATION**

The Academy at Nola Dunn will update the website regularly with upcoming events. Parents can view the school calendar by visiting the school website. In the event of an unexpected change, or the need to inform parents of important information, the school will send a Blackboard message via email. In the event of an emergency, the school will send a Blackboard message via email, text, and phone.

## **DRESS CODE/UNIFORMS**

**Each Academy family has committed to maintaining the integrity of the dress code. Wearing the Academy uniform components provided on the web page will be expected each day by all students unless otherwise authorized by Academy administration.**

**The students dress and grooming:**

- Shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
- Shall not create a health hazard to the student's safety or to the safety of others.
- Shall be neat, clean, and must meet dress code standards

The Academy at Nola Dunn established a uniform for students on the premise that a dress code provides students with an opportunity to learn many valuable life lessons. The goal of the uniform is to ensure that all students are well groomed and properly attired. The Academy at Nola Dunn believes uniforms are student's "work clothes" and promotes a

level of integrity toward work ethic and academics. When students collectively adhere to the uniform, they support respect and credibility among and between members of their community and allow us all to focus on the most worthy and meaningful goals. Brain Based education is an effort to educate students in a personal, active and authentic way. Being in the appropriate uniform diverts attention from distraction and status to learning and engagement. The uniform is a way to look beyond current trends and focus on learning experiences that truly inspire us.

### **Elementary dress should be appropriate to the school day's activities:**

1. Shorts or tights shall be worn under plaid jumpers during all P.E. activities.
2. Girls may wear non-distracting hair accessories in keeping with the color of our uniforms.
3. Non-uniform coats and jackets may be worn outside of the school building.
4. Students may wear Academy jackets, Academy sweatshirts, and Academy hoodies over their uniforms in the classroom at anytime. No monogramming on any Academy hoodie, sweater, or jacket.
5. No hats or scarves are to be worn inside the building except for special "hat" days.
6. Jewelry that causes a distraction or is of a dangerous nature will not be allowed.
7. No visible stick or spray on tattoos.
8. Clothing which exposes the stomach and hips shall not be worn.
9. Student names shall not be monogrammed on uniform clothing.

### **Uniform Tops**

1. If you are purchasing items from JC Penny's, Academy Sports and Outdoors, Academy Uniform Store, Army Navy, or Dickies, please remember solid navy, white or hunter green collared shirts should be plain (without pockets or added embellishments of ruffles, ribbons, bows, sequins, etc.)
2. Students may wear long-sleeved turtlenecks under their polo shirts as long as the colors match the shirt or they may choose to wear a white, or navy long sleeved shirt or turtle neck under any colored uniform shirt.
3. All uniform tops and spirit shirts must not be altered in any way (tying sleeves, adding sparkles, pulling in the back). This includes all grade level field trip shirts, Run for the Rings shirts and Friday shirts.

### **Uniform Pants/shorts/skorts/skirts/jumpers:**

1. Only specific brands and styles of skorts and capris are allowed in both khaki, navy or plaid khaki
2. The only Academy uniform jumper is from the Academy Uniform Store. It is plaid # 35 (style# 1951). Khaki and Navy jumpers are **not** Academy @ Nola Dunn approved.
3. The only **Capri pant** for girls is K12 (style # 2549) from the Academy Uniform Store.
4. Skorts need to be plaid # 35, navy, or khaki from Academy Uniform Store. Styles are 2 button tab front (style #2650) and larger inset pleats (style # 3944, 7010). The other acceptable skort option is from JC Penney and it is the IZOD Pleated Tab Scooter.
5. Shorts, skorts, and jumpers may not be hemmed shorter than three inches above kneecap.

6. If you are purchasing items from JC Penny's, khaki or navy IZOD shorts or pants may be purchased from the girl's department. The style should be a traditional flat front, not tight fitting and should contain no embellishments or cargo style pockets.
7. No degree of sag will be permitted. If pants are loose at the waist, a belt must be worn.

### **Shoes/Socks:**

1. Shoes should be appropriate for P.E. and have a rubber soul. No boots of any kind, rain boots, Ugg style boots, flip-flops, and sandals. If a student does not have the appropriate shoes on, the teacher will send them to the office where we will call parents and have them bring the student the appropriate shoes.
2. Students shall wear the following solid colored socks: **white, navy, black, or brown.**
3. Ankle, crew, knee high socks are allowed. Socks should not have any added logos, non-uniform colors or embellishments.
4. Tights may be white, navy, or hunter green.
5. Girls may wear full-length leggings that are white, navy, hunter, or black.

**NOTE:** The school administration shall have the right to appraise all fashion and determine its appropriateness for school. The decision is final and rests with the building administration. Uniform dress violations will be addressed discretely and a student will receive a written violation report asking that parents correct the offense immediately. Depending on the type of violation and/or urgency to correct it, a child may need to change into extra attire that we loan out through the school clinic. It will be the parent's responsibility to return the cleaned item(s) to the clinic as soon as possible.

### **CLASSROOM PARTIES**

*These guidelines have been established in order to create an atmosphere of communication and cooperation for our volunteers, and to ensure equality for all children at the Academy. When volunteering as a room parent, please adhere to these guidelines when planning parties and activities for your classroom. Please refer to the Federal Guidelines regarding restricted foods of minimal nutritional value. We must adhere to these guidelines and remember them for our school parties as parents prepare and bring in items for students to eat at the parties. In addition, while your child may be able to eat peanut butter or items with peanut products in them, there are some students with severe allergies to them. Therefore, please do not bring items to the school for the entire class to eat that has any type of peanut products in them.*

1. There will be two (2) parties per year for K -5<sup>th</sup> grade classes. Room parents of each grade level will meet prior to each party to coordinate and plan.
  - Christmas and Winter Holiday
  - Valentine's Day
2. Grade level parties will be consistent. Classes will be served similar food, drink, and party favors to ensure fairness for all students.
3. Room parents will encourage all parents to be involved in the parties by sending notes home and calling on the phone for their assistance. Donations of food, drinks, candy, favors, and time are to be encouraged. However, if a room parent cannot get enough volunteers after having sent written notes and calling, room parents may send a note asking for a \$2.00 donation per child, per party. Request for donations

- must be made in *writing only* and is limited to \$2.00 per party.
4. All notes that go home to parents from room parents must have approval from Principal.
  5. Due to our large number of students, childcare will not be provided for younger siblings while parents participate in their child's class parties. Please do not bring a younger sibling to the party if they will distract from the focus on students' celebration.

Thank you for your help and cooperation in adhering to these guidelines.

## **LUNCH**

Lunch tickets may be purchased by sending a check/cash to your child's classroom teacher or paying online at <http://burlesonisd.revtrak.net>. Mondays are the best days to purchase lunch tickets for a week or a month at a time. No money is kept in the front office to loan to students, so it is important to ensure that money is kept in your student's account. The system works like a debit system as money is withdrawn from the account when a child purchases his/her lunch or other items from the cafeteria. Your child will have his/her own personal identification number (PIN) to memorize and may be asked to enter the PIN into the computerized system to buy items. Please visit the cafeteria staff if you need to put limitations on your child's account or make them aware of specific allergies. Parents are always welcome to sit and have lunch and at the family table with their child. Federal regulations state you may only bring in lunch for your own child(ren).

## **CAFETERIA**

All students will eat lunch in our main cafeteria. There will be a staggered schedule for students getting lunches and proceeding to the tables. Lunch will follow recess so students will not go out to play after they have eaten. Research shows that recess before lunch is more conducive to student physical and academic success. The lunchroom is monitored by Academy staff, but volunteers are needed to assist students and teachers during this busy time of the day. You may contact the school office or the chairperson of the Parent Involvement Committee lunch group to sign up for a volunteer opportunity. This is a great time to get to know our students and receive volunteer credit.

## **FIELD TRIPS**

Students will be given an identification tag to wear BEFORE leaving The Academy at Nola Dunn that will let others know which school they are with and how to notify the school in case of emergency. The tag will also set them apart from other children to help chaperones identify which students are with The Academy. Approved chaperones must also be identified with a badge from our Raptor system so Academy students know who can help them should the need arise.

Facilitators will make sure students each have a buddy and that students understand that they are to stay with their buddies on the field trip for safety reasons.

Facilitators will assign small groups of students to each chaperone before leaving The Academy so that students can be more easily monitored upon arrival at the field trip destination.

1. Chaperones will be provided with an itinerary of the day(s) and be tutored in their responsibilities to the students as chaperones. This will include, but not be limited to, the following:

- a. Chaperones are on the field trip to help facilitators enlighten the students regarding field trip subject matter;
  - b. Chaperones are to help watch the students and insure proper safety measures are enforced (i.e. public restrooms, climbing when appropriate);
  - c. Chaperones are to help students as needed (i.e. opening lunch items, proper attention when accidents occur);
  - d. Discipline expectations and procedures.
2. Before students enter public restrooms, facilitators and/or chaperones should inspect the restrooms to insure they are safe for students to enter (i.e. no one waiting inside for unsuspecting child to enter). If there are not any male adults on field trip, a facilitator can let two boys go quickly in and out of the men's restroom and report to the facilitator how many, if any, men or boys are inside the restroom. The facilitator can determine if she wants to wait until the restroom is unoccupied before she allows students to enter. Facilitators will get a head count every time students reassemble. For example, a facilitator counts the students and then leads her class to the nearest restrooms and lets students have a final break before loading the buses for The Academy. The teacher will count again before walking to the buses. At this time, students will also be required to walk in a line to insure no one wanders in the wrong direction on the way to the buses. Once on the buses, facilitators will get final head counts.
  3. Students will not be dismissed for the day from the field trip destination except under extreme circumstance as approved by the appropriate Academy official **in advance of the field trip**. Rather, parents or guardians will retrieve students upon their return to The Academy campus or at the end of the school day, whichever is appropriate for the families.
  4. Students MAY NOT be transported by parents in personal automobiles to or from field trip destinations except under extreme circumstances, and with appropriate approval from The Academy administration. UNDER NO CIRCUMSTANCES will students (other than their own child) be transported in a personal vehicle during a field trip, even with that parent's permission. This will be strictly enforced for the safety of all students.
  5. Each parent chaperone should have a cell phone in which to be contacted or to contact others. Each chaperone should have a list of all cell phone numbers of teachers and chaperones on field trip when possible.
  6. All medication MUST be given to lead facilitator of the learning trip. No student will be allowed to carry medication of any kind on his or her person.
  7. Chaperones will be invited to participate in Experiential Learning Trips within the following guidelines:
    - a. Only parents or guardians will be allowed to chaperone overnight field trips except under extreme conditions approved by Academy administration.
    - b. The facility or destination must have the space available for chaperones wanting to attend. If space is limited, then a lottery system will be used for chaperone selection. All parents will be given opportunities throughout the year to participate in Experiential Learning trips.
    - c. Siblings are not allowed to attend Experiential Learning Trips. This applies to day, overnight, and out-of-town trips. Our learning trips are very focused, and we need our parents to be able to focus on the learning experiences without distraction, and for the safety of the children as well.
    - d. Parent participation must be approved by the classroom teacher.
    - e. The Raptor © Visitor Management System will be utilized to register all visitors on campus. On the day of the field trip, all chaperones and volunteers must first

register with the system in the office. The office staff will scan each visitor driver's license and the system will print a visitor badge.

### **BACKGROUND CHECKS**

Background checks are required by the district to be completed by each individual volunteer prior to volunteering overnight on field trips. This form is required to be updated annually, and the cost is \$1.00 per form. The Raptor © Visitor Management System will be utilized to register all visitors on campus.

### **DISTRICT MATTERS**

Pest Control Notification: Burleson ISD has an Integrated Pest Management System that is compliant with the laws and regulations of the Texas Pest Control Services. BISD is proactive in its efforts to control pests in our buildings and actively engages in "non" chemical and "green" methods of control pursuant to I.P.M. policy. Chemicals and baits are used only as a last resort. BISD does periodically apply pesticides indoors and/or outdoors and information on the application of the pesticides is available upon request.

### **MONEY MATTERS**

When it is necessary to send money to school, please enclose it in an envelope and write your **child's name** on the envelope to reduce possible confusion of different last names of student and parent. If possible, please send a check or the correct change. We do not have the capability to make change in the office because we keep no money in the office. Also, please send no more money than is needed for the day. When paying for field trips, t-shirts, yearbooks, etc. please note our accounting system at school has separate accounts for all trips and fundraisers so please DO NOT combine payments into one check.

### **TOYS**

Students are not allowed to sell or trade items at school. Furthermore, please refrain from sending toys to school unless otherwise authorized by the classroom teacher. Thank you for checking your child's backpack.

### **MEDICATION**

Medication of all kinds must be kept in the nurse's office with the only exception of an asthma inhaler. Proper documentation must be kept in the nurse's office. **Medication to be dispensed by the nurse must be in the original prescription bottle with the student's name, doctor's name, and specific instructions on the bottle.**

***A parent or guardian and physician must sign a permission slip for us to legally dispense medication. Please do not send a child to school who is obviously ill and/or running a fever. Students must be free from fever, vomiting, or diarrhea for 24 hours before returning to school.***

The school nurse closely monitors immunization records and timelines. She will keep you informed if everything is up-to date. **If immunizations are not current, your child may not continue to attend school.** Thank you, in advance, for giving your close attention to these required immunizations.

### **HEALTH RELATED MATTERS**

The District and its staff strictly enforce prohibitions against the use of tobacco and other products by students and other dangerous substances on school property or at school-sponsored or school-related activities.

### **LIBRARY INFORMATION**

Students visit the library/media center each week for a lesson and book selections. Students are responsible for returning their own books on or before the due date and for the replacement cost of lost or damaged books. There are extra books kept in the library that parents and/or guardians can purchase for various occasions such as celebrating birthdays or honoring a deceased relative. A special dedication label is placed in front of book to commemorate the purchase.

Volunteers are always needed in the library. See our librarian on how you can help.

### **BREAKFAST & BEFORE SCHOOL**

Students arriving before 7:35 am will be required to go to the gym if they are not eating breakfast. Those eating breakfast will report to the cafeteria between 7:15 and 7:35 a.m. ***Breakfast will not be served after 7:35 am.*** It is recommended for those waiting in the gym to bring a book to read. Please do not drop your children off before 7:15 am. There is no scheduled supervision for students before this time; therefore, students will not enter the building. We are greatly concerned about the safety of the children, and we appreciate your cooperation.

### **EXTENDED DAY PROGRAM (EDP)**

The extended day program is from dismissal to 6:00 pm each school day. This program is not available for school holidays. Students will be dismissed from the cafeteria at 6:00 pm. If you pick up your student before this, please come to the designated area to sign them out. We will ask to see a picture I.D. until we become familiar with everyone.

1. Spaces will only be held with the first month fee and completed registration forms.  
Fees are due on the first of each month; a late fee will be applied after that date.  
Students will not be able to attend EDP until all fees are current.
2. ***Weekly dues must be paid in advance.***
3. ***No refunds or discounts are given for school holidays or absences.***

The Extended Day Program is optional and students can be suspended or permanently dismissed for misbehavior. Misbehavior will first be addressed verbally. If the behavior continues student will then be EDP Director, or Assistant Director. Depending on the situation, students may be immediately removed from the program or suspended at the discretion of the EDP Director.

EDP must be notified when students will NOT attend. This includes everything except absences. This is very important for the safety of your child. After three times of failing to notify us of your child's absence a \$10.00 fee per dismissal will be charged to your account. You may contact the school office or leave a message on the program phone at 817-360-5720. Please notify the EDP Director if any of your contact information changes during the year or if a student has medication changes with the school nurse.

We are here to provide your student with a safe and fun after school experience, and we look forward to your child/children joining our program.

## **DROP OFF AND PICK UP PROCEDURES**

We ask for your cooperation in using the designated drop off and pick up areas. Please refer to the detail procedures that will be provided at Meet Your Teacher night. We ask for your patience as we adjust to traffic congestion and a new dismissal procedure. Traffic congestion will occur so give yourselves time, be patient and keep safety a high priority.

1. School personnel are on duty every day at dismissal.
2. To be safe, please do not double park on the street.
3. Do not abandon your car in the front loading area or the pickup lines.
4. The drive-through lanes are for one-way drop-off and pick-up areas. Do not park in the drive-through lanes.
5. Daycare vans will pick students up from Lawson Street. Para-professionals will escort students to the vans.
6. Two Pick up cards will be issued for every student at Meet the Teacher Night.

### ***Morning Drop Off:***

Morning drop off will take place at the front of the school or behind the gymnasium between 7:15 and 7:40. All students must report to the gym (or cafeteria if they are eating breakfast) until the 7:35 dismissal to classes.

### ***K-5<sup>th</sup> grades Dismissal Walk Up***

All walk-up students will meet outside their classrooms in their vertical team with a designated Faculty member. The faculty member will walk the students to the cafeteria. Students will wait at their designated location for their parent/guardian for dismissal. Parents will enter the school building through the front double doors and proceed to the cafeteria to pick up their student. All students and parents will exit the cafeteria through the single cafeteria door (North door). Parents will need to have their students name card in order to pick up their child.

### ***K-2<sup>nd</sup> grades Dismissal Drive Up***

Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade students will be dismissed at the front entrance for parents waiting in the drive up line. Parents must pull into the drive up lanes to load their child, and, of course, parking is not allowed in the drive up lanes. All parents will be given two cards with their children's name which will be handed to Academy staff in order to ensure students safety. Please note that if your child has an older sibling that attends our campus that they will meet them in the gym and dismiss from the back (with grades 3-5).

### ***3<sup>rd</sup>-5<sup>th</sup> grades (and younger siblings) Dismissal Drive Up***

3<sup>rd</sup> through 5<sup>th</sup> grade students will wait in the gym before being called to load into parent cars. Teachers will monitor the loading of students in the pick up lanes behind the gymnasium. Someone will come to your car to get a card with your child's name on it (provided by the school). Teachers will then signal students to enter the loading area to get into parent vehicles (at which time your child will have the card back). Though there will be two lanes of traffic prepared for loading cars, no child may cross a line of traffic until all cars have come to a complete stop. Your child's safety is our top priority at dismissal. Please watch and follow all instructions and directions given.

We apologize for any inconveniences you might encounter during dismissal. The congestion you will experience for the first few days/weeks at the beginning of school does level off as everyone settles into a routine.

## **PETS ON CAMPUS**

In order to minimize liability and ensure safety and security, no pets are allowed in school or on the school grounds at any time. Classroom animals used for instructional purposes are allowed only with the permission of the campus administrator.

## **VISITORS**

We encourage visitors. You are always welcome on our campus. For security reasons, you must register in the office before entering any other area of the campus. The Raptor © Visitor Management System will be utilized to register all visitors on campus. The office staff will scan each visitor driver's license and the system will print a visitor badge.

A visitor badge will be issued and **must be worn**. We have asked all faculty members to stop visitors without badges and send them back to the front office. Thank you for your cooperation. Please remember that during the school day instruction takes the highest priority. Visiting classrooms to volunteer is appreciated. However, spontaneous parent teacher conferences or distracting the learning process is not beneficial and we prefer these matters are scheduled at a time when instruction is not taking place. **If you wish to visit/observe your child's classroom, please schedule the time and date with your child's teacher. For instructional purposes and to keep distractions to a minimum, we ask that you limit your visits to no more than 30 minutes.**

## **STUDENT MESSAGES (very important, please take note)**

We are unable to deliver messages to students unless it is an emergency. Arrangements for routine matters, such as a ride to and from school, house key delivery, meeting places, etc. should be made before students leave home for school. Our goal is to not interrupt the flow of instruction so that teachers and students do not have to stop and refocus again. Thank you, in advance, for helping us out! **In an emergency, notify the front office prior to 2:15pm so that your child can be informed of a change of plans. It is impossible to guarantee that a child will receive a message that is called in after 2:15 pm.**

## **STUDENT SUCCESS INITIATIVE**

The Student Success Initiative (SSI) was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

Under the Student Success Initiative grade advancement requirements, students in 5<sup>th</sup> grade must meet the passing standard on the Grade 5 STAAR reading *and* mathematics tests to be promoted to sixth grade. The requirements also apply to students served by special education who take state developed alternative assessments.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student does not meet the passing standard. If after three testing opportunities the student does not pass, then the student is automatically retained. The retention may be appealed and the Grade Placement Committee will discuss options for student placement.

## **TEACHER CONFERENCES**

You may call the office to schedule a conference or a telephone conference with your child's teacher. Because we value the instructional time, teachers are not permitted to leave their classrooms to answer telephone calls during instruction. Please leave a message for the classroom teacher to return your call at his/her convenience.

## **STUDENT LED CONFERENCES**

Student led conferences between the teacher, parent, and student are one way we communicate student progress, their strengths, needs, and areas of focus. At these conferences, goals are set and everyone commits to do what is necessary to reach those goals. These conferences are held twice a year, once in the fall and once in the spring. **Attending these two meetings is part of the commitment parents make when they enroll their student in the Academy, so all parents must attend this important meeting.**

## **STUDENT DISCIPLINE PROCEDURES**

The classroom teacher as a last resort may refer a child to the office for discipline intervention. Depending on the offense and the number of previous referrals, a variety of consequences are permitted and used. These may include: conferencing with administrator regarding expectations, warning, short term time-out, verbal apology, written apology, visiting with school counselor, phone call to parent, extended time out, silent lunch, removal from recess for the day, etc. More severe and/or on-going behavioral intervention may include: parent-teacher conference, in-school suspension (ISS), out-of-school suspension (OSS) for 1, 2, or 3 days, a student assistance team (SAT) meeting, and possibly a behavioral intervention plan.

Certainly, the goal is to help/encourage the student to know and understand the required behavioral expectations and provide him/her with tools for being successful. The goal is **NOT** to berate a child. **Note:** Your child, like most students, may possibly make a few bad choices during the school year. Encourage them to learn from their mistakes, accept responsibility, and try to always do their personal best, most of the time these mistakes are not “a really BIG deal”. Please know that the principal and assistant principal will handle these situations as they handle those with their own children...in a loving, respectful way while spelling out the expectations. Parents can expect a report of the discipline intervention and/or a call from the child’s teacher when concerns arise. Thank you for supporting us during these times.

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete coursework. Students and their parents are encouraged to discuss the options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

## **VERTICAL TEAMS AND LOOPING**

The Academy at Nola Dunn is designed with kindergarten through fifth grade vertical teams. Teachers will meet regularly with their team to insure core academic requirements are vertically aligned and introduced/mastered by the students at the appropriate pace. Furthermore, looping occurs in some grades. The looping philosophy suggests that students benefit from continued learning, over time, with as few changes as possible. This is especially crucial at the early years when students are learning to read and write, develop

relationships, and feel safe. The looping practice involves classes remaining with the same teacher for two consecutive grade levels (K and 1st; 2<sup>nd</sup> and 3<sup>rd</sup>). Teacher changes are made at the end of first, third, and fourth grades.

Certainly, while in a looping arrangement if the teacher/parent feels that a second looping year is not in the best interest of a child, consideration will be given to a change in class placement. Again, this would occur at the end of the first year arrangement (given that there is space in another classroom) and all concerns must be addressed to the principal and counselor in writing and state specifically the rationale for the placement change. These written notices should be submitted no later than May 11, 2018.

As of the 2016-2017 school year, the CEIC committee (made up of campus staff, parents and community members) decided to no longer accept teacher requests or non-requests. If a parent feels additional information or consideration should be taken for the placement of their child, a Planning Placement Form (located under the parent tab on our website) is available for parents to add their input and turn in to be referenced as their child is placed for the next school year. Please know that any forms naming specific teachers (or non-requesting specific teachers) will not be accepted or referenced in the placement of the child for the following school year. Planning Placement forms will be accepted starting April 27, 2018 until May 11, 2018. Please know late forms will not be considered as well as e-mails or phone calls in lieu of the submission of the Planning Placement Form.

## **GRADING AND GRADE REPORTING PRACTICES**

The primary goal of the teachers and students at The Academy is for students to master the TEKS provided by the state of Texas. Assessment for learning progress towards mastery of concepts is ongoing through a variety of means within the classroom. The rate of progress among our students is varied; therefore, the practice of averaging grades is not used. A cumulative assessment of learning is completed before final grades are assigned. The results of these assessments of learning are reported on formal narrative report cards.

Between report cards, parents will expect to receive communication about their child's intermittent progress. A child's ability to show their learning is extremely important in order for their teacher to prepare for instruction and to accurately report progress. The use of the letter system noted below will help students and parents stay abreast of progress.

**T-Time needed**; The student is not performing at grade level and needs time to grasp the basic concepts of the particular skills.

**S-Showing progress**; The student is showing progress of the particular skills but has not yet mastered the concepts.

**M-Mastery of concepts**: The student knows and understands taught concepts.

**E-Exceeds learning**: The student extends their learning beyond basic understanding and uses the concepts beyond the expected at that particular time of the year. This includes cross-curricular implementation of skills and extending the knowledge of the subject matter at a depth that reveals the student has a strong grasp of the concept.

**Please note that these letters are used on all intermittent reports and work including progress reports, daily work, and projects, as well as final report cards.**

Our reports are sent home following each 9-week period

Along with classroom assessments for academic learning between grading periods and assessments of learning at the end of grading periods, teachers assess students on their work ethic. This grade includes efforts made to turn work in on time, follow directions given, neatness, completeness of work, attitudes toward work, and preparedness for class in general. While all of these areas support academic success, they can be separate and apart from true academic achievement.

Our school is on a 9-week reporting schedule. However, we report student progress every three weeks. Within the 9-week grading period, we send 3-week progress reports to parents and students have 2-way conferences with their parents to examine and discuss their progress portfolios at 6-weeks. In lieu of two 3-week reports, parents are required to attend two 3-way conferences with their child and their child's teacher to discuss goals, progress, and implementation of strategies designed to encourage academic success. These conferences develop positive relationships between home and school.

Another very important component of our grade reporting practices is providing portfolios of student work. These portfolios provide students with the opportunity to collect and share their best efforts with their parents. Because students lead a 2-way conference with their parents in the comfort of their home, parents respond to the conference verbally with their child and in writing with the teacher.

Finally, a report card is sent home to complete the 9-week cycle of grading. This report card consists of the objectives taught during the nine-week periods, final grades noting level of mastery, and a narrative description of the strengths and focus areas of the student during the previous nine weeks.

The Academy uses a standards-based report card that indicates student achievement on the core TEKS and gives specific information about how the final grade was determined. It also contains reading levels, TPRI, and state assessment scores. Teachers will explain the report card at the curriculum night in September. It will also contain the teacher narrative that gives personal and more subjective information about your child's strengths and focus areas.

### **PTO (Parent Teacher Organization)**

Goals for the P.T.O. include facilitating communication among parents and teachers, to raise funds to improve the learning environment, to support our teachers through staff appreciation and to organize volunteer opportunities through our Parent Involvement Committee.

### **PIC (Parent Involvement Committee)**

PIC provides you with great opportunities to help the staff and faculty create engaging learning environments in and out of the classroom. In addition, PIC provides creative opportunities to fulfill your commitment to volunteer time that directly affects the success of our students. See the PIC brochure or visit their website for additional information.

### **VOLUNTEERING**

As a committed partner in your child's education, it is required that all families complete 10 hours of volunteer work for the school. Parents of the child must earn the initial ten volunteer hours before any other completed volunteer time is recorded. We want and can use your skills throughout the school. While you are working in the school, you must be registered in the office and wearing a visitor badge that is in clear view of teachers and students. Their safety is always a priority.

**Why Volunteer?** Of course, our teachers need as much assistance as we can provide. We want our students to receive a full range of services based on brain-based principles. This takes more time, energy, and personnel than what may be expected in a traditional school setting. Parent volunteering gives our teachers more time to concentrate on the principles we want to uphold. Secondly, children need to see their families involved in their education in a very concrete way. Seeing parents at school in a leadership capacity or assisting teachers make their classrooms a better place to be is a concrete way to encourage student participation in school and in the educational process. We want to promote leadership and volunteerism early in life.

**Opportunities to Volunteer:**

There are so many ways in which to fulfill the commitment to complete the 10 required hours. Along with the PIC’s creative volunteer opportunities, teachers are a superb source of ideas for families who want to assist directly in the classroom or in preparation for classroom instruction. Additionally, club sponsors and office personnel have a wealth of information about opportunities to assist families who need “out of the classroom” ideas.

There are some unique opportunities to receive credit for volunteering. Below is a list of opportunities that have distinctive parameters for counting credit hours.

1. School planned parties 1 hour
2. Chaperone for single day field trips 2 hours
3. Chaperone for overnight field trips 2 hours per day

Note: No more than 5 hours can be credited for parties and field trips.

Because field trip opportunities involve travel time and direct teacher supervision, the number of hours that can be credited is not reflected in the number of hours on the trip. However, time can be credited if family members are directly involved in the planning of the trip in some way. Verification of this time must be approved by the school personnel responsible for the trip.

**Monitoring Process:**

Volunteers are asked to record your volunteer work on our Academy “Blue Slip”, have it signed by the school personnel authorizing the work, and turned the form into the school office for recording. It is imperative for the volunteer to be accountable for verifying that paperwork is complete and turned in. Teachers/Staff cannot be responsible to this accountability. Records of volunteer hours are updated constantly and volunteers can view their hours online at <http://plp.burlesonisd.net>

Please remember, that parents are expected to earn the first ten volunteer hours before any other accrued volunteer time will be added to the child’s account. Any exceptions must be approved by the principal before the second semester begins.

Families are encouraged to complete at least 50% of their commitment during the first semester and the remaining 50% during the second semester. History declares that waiting until the last month of school is difficult for all parties involved. Families that do not meet the required volunteer time will forfeit their child’s enrollment placement and will be asked to return to their home campus.

## **FINALLY**

Please notify the front office of any changes of telephone numbers (cell, home, sitter, and daycare), address, emergency contacts, and/or place of employment of either parent or guardian. It is vital to have the name of another local person other than the parent or guardian who can be contacted in the event a child becomes ill or injured at school. We will contact the parent or guardian immediately when a child becomes injured; however, we will call 911 first when there is a medical emergency.

We will strive to make this school year a positive experience for your child. Please keep your child's teacher informed throughout the school year. Our Counselor, Mrs. Smith is available and willing to help as well. We recommend, however, that you first communicate with the classroom teacher to express your concerns and then to problem solve for solutions. Furthermore, the Assistant Principal and I want to be contacted should your needs/concerns require our services. Please check with my secretary Mrs. Garner to schedule an appointment should you need a conference with a building administrator. It is not always possible to visit with you immediately due to our schedules and daily commitments to students and teachers. We will try to meet with you at a mutually agreeable time as quickly as possible.

Thank you for your understanding and support. Together, we can do great things in the lives of your precious children.

Respectfully yours in service,

Lindsey Byrd, Principal  
Blane Rogers, Assistant Principal  
Sherrie Smith, Counselor  
Jackie Garner, School Secretary

## **STUDENT / SCHOOL / PARENT COMPACT**

### **Student Agreement**

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly.
- Come to school each day with pens, pencil, paper, and other necessary tools for learning.
- Complete and return homework assignments.
- Conform to rules of student conduct.
- Uphold the integrity of the school uniform daily.

### **Teacher, Support Staff and Administrators**

I promise to...

- Show that I care about and respect all students.
- Have high expectations for myself, students, and other staff.
- Communicate and work with families to support learning.
- Provide a safe environment for learning.
- Respect the cultural differences of students and their families.
- Create a warm positive climate in the classroom.
- Be in attendance and prepared to teach.

We need....

- Students who are ready and willing to learn.
- Respect and support from the community.

### **Parent/Guardian Agreement**

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- Provide transportation to and from school for my child that allows him/her to be punctual and in attendance at school on a regular basis.
- Support the school in its efforts to maintain proper discipline.
- Establish a quiet time for homework and review it regularly.
- Encourage my child's efforts and be aware of what my child is learning in school.
- Provide a library card for my child if possible.
- Show a positive attitude toward staff and school.
- Frequently read with my child and let my child see me read.
- Provide proper components of the school uniform for my child.
- Complete a minimum of 10 volunteer hours.
- Attend all scheduled conferences with my child's teacher including 3-way conferences that include my child.